

## Message Text

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43

ORIGIN SS-20

INFO OCT-01 ARA-16 ISO-00 SY-10 PRS-01 OIC-04 NSC-10 OC-06

A-01 ABF-01 FS-01 CPR-02 USSS-00 SSO-00 NSCE-00 CCO-00

RSC-01 /074 R

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FM SECSTATE WASHDC

TO AMEMBASSY MEXICO IMMEDIATE

C O N F I D E N T I A L STATE 026375

E.O. 11652: GDS

TAGS: OVIP (HENRY A. KISSINGER), OCON

SUBJECT: SECVISIT - ADMINISTRATIVE ARRANGEMENTS

### 1. PARTICIPATION.

SECRETARY'S PARTY ARRIVING WEDNESDAY, FEBRUARY 20 ABOARD  
SPECIAL MILITARY AIRCRAFT. WILL CONSIST OF AN ESTIMATED  
FORTY PEOPLE, INCLUDING SUPPORT STAFF AND PRESS. FIRM ETA  
AND PASSENGER LIST WILL BE SUPPLIED SEPTEL.

### 2. CUSTOMS, HEALTH AND IMMIGRATION.

REQUEST BULK CLEARANCE AND WAIVER OF VISAS FOR ENTIRE  
PARTY AND AIRCRAFT CREWS. PASSPORT NUMBERS, PLACE AND  
DATE OF BIRTH WILL BE PROVIDED SEPTEL. PARTY HAS ALL  
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NECESSARY SHOTS. ASSIGN EMBASSY OFFICER TO RECEIVE

PASSPORTS FROM TRIP CONTACT OFFICER AND HANDLE ENTRY/  
EXIT FORMALITIES. ADVISE DEPARTMENT WHEN WAIVERS ARE  
GRANTED.

3. SECURITY.

A. THE U.S. SECRET SERVICE IS RESPONSIBLE FOR ALL  
PROTECTIVE SECURITY ASPECTS OF THE SECRETARY'S VISIT.  
A USSS ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN  
DAYS BEFORE THE ARRIVAL OF THE SECRETARY'S PARTY WITH  
DETAILED INSTRUCTIONS. THEIR ETA WILL BE THE SUBJECT  
OF A SEPARATE MESSAGE.

B. THE OFFICE OF SECURITY IS RESPONSIBLE FOR THE  
SAFEGUARDING OF ALL CLASSIFIED MATERIAL ASSOCIATED WITH  
THE SECRETARY'S VISIT. SY WILL PROVIDE DETAILED  
INSTRUCTIONS IN THIS REGARD TO THE RSO IN A SEPARATE  
MESSAGE.

4. ACCOMMODATIONS.

PARTY SHOULD BE QUARTERED IN ONE CENTRALLY LOCATED HOTEL  
IF POSSIBLE.

A. SLEEPING QUARTERS

PRESENT REQUIREMENTS ARE ONE SUITE AND THIRTY-NINE  
SINGLES.

B. OFFICE SPACE AND STAFF

NINE DOUBLE ROOMS WILL BE REQUIRED, AS FOLLOWS:

(1) SPECIAL ASSISTANTS' OFFICE

REMOVE BEDS AND SET UP WITH FOUR DESKS OR WORK TABLES,  
PHONES, ADEQUATE LIGHTING AND TWO IBM ELECTRIC EXECUTIVE  
PROPORTIONAL TYPEWRITERS IF AVAILABLE, OR, ALTERNATIVELY,  
TWO OTHER IBM ELECTRIC PICA TYPEWRITERS, WITH TYPE-  
WRITER STANDS.

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(2) HOLDING ROOM

REMOVE BEDS AND SET UP AS A SITTING ROOM.

(3) USSS COMMAND POST.

(4) STAFF OFFICE

REMOVE BEDS AND SET UP WITH FIVE DESKS OR WORK TABLES, PHONES, ADEQUATE LIGHTING AND THREE IBM ELECTRIC PICA TYPEWRITERS, WITH TYPEWRITER STANDS.

PROVIDE TWENTY-FOUR-HOUR SECRETARIAL COVERAGE BY SCHEDULING TWO TOP-SECRET-CLEARED SECRETARIES FOR 16 HOURS AND HAVING TWO OTHERS ON CALL THE REMAINING 8 HOURS.

IDEALLY, THESE ROOMS SHOULD BE SET UP WITH THE SECRETARY'S SUITE AT THE END OF THE CORRIDOR, BEDROOMS FOR THE TWO SPECIAL ASSISTANTS ON EITHER SIDE OF THE SUITE ACROSS THE CORRIDOR FROM ONE ANOTHER, THE HOLDING ROOM AND THE SPECIAL ASSISTANTS' OFFICE NEXT TO THE ABOVE TWO BEDROOMS RESPECTIVELY, USSS COMMAND POST NEXT TO THE SPECIAL ASSISTANTS' OFFICE, AND THE STAFF OFFICE NEXT TO THE COMMAND POST. FYI - THE OBJECT OF THIS ARRANGEMENT IS TO OBTAIN FOR THE SECRETARY THE OPTIMUM IN EFFICIENCY, PRIVACY AND SECURITY AT THE SAME TIME. WHERE POSSIBLE, THE OFFICE AND STAFF SPACE DESCRIBED IN PARAGRAPHS B 1 THROUGH 4, INCLUSIVE, SHOULD BE ON ONE FLOOR IN THE HOTEL, AND ALL OTHER OFFICES AND SLEEPING ROOMS ON ANOTHER FLOOR.

(5-6) S/S OFFICE

REMOVE BEDS FROM TWO CONNECTING ROOMS AND SET UP WITH:

(A) THREE DESKS OR WORKING TABLES FOR OFFICERS AND THREE TYPING TABLES FOR SECRETARIES WITH ADEQUATE LIGHTING.

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(B) TELEPHONES - A MINIMUM OF THREE - ONE FOR EACH DESK - FOR THE TWO-ROOM OFFICE, EACH HAVING A SEPARATE EXTENSION OFF THE EMBASSY SWITCHBOARD, IF POSSIBLE, OR THREE SEPARATE COMMERCIAL LINES IF NOT. THESE TELEPHONES ARE REQUIRED IN ADDITION TO THE REGULAR HOTEL ROOM EXTENSIONS.

(C) NORMAL OFFICE SUPPLIES AND FORMS.

(D) ONE CONFERENCE TYPE TABLE.

(E) ONE BEST AVAILABLE COPYING MACHINE - ARRANGEMENTS SHOULD BE MADE\*FOR 24-HOUR SERVICING OF THE MACHINE AND/OR A BACKUP MACHINE.

(F) TWO COPIES EMBASSY PHONE BOOK, THE POST REPORT, ONE DIPLOMATIC LIST, AND ANY OTHER USEFUL PAMPHLETS OR INFORMATION.

(G) THREE ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE ESSENTIAL, PREFERABLY IBM SELECTRIC. IF SELECTRIC UNAVAILABLE, TYPE FONTS SHOULD BE COMPATIBLE.

(7-8) VISITORS' CONTROL ROOM (SEE PARAGRAPH 9).

(9) PRESS ROOM (SEE SEPTTEL).

THE S/S OFFICE, THE PRESS ROOM, AND THE VISITORS' CONTROL ROOM SHOULD BE AT A LOCATION WELL AWAY FROM THE SECRETARY'S SUITE, PREFERABLY ON ANOTHER FLOOR IN THE HOTEL.

C. SPECIAL TELEPHONE REQUIREMENTS. A TWO-WAY INTERCOM SHOULD BE INSTALLED TO CONNECT THE SECRETARY'S AND HIS SPECIAL ASSISTANTS' TELEPHONE SETS. A BUZZER OR RING SHOULD ALLOW THE SPECIAL ASSISTANTS TO TAKE THE SECRETARY'S CALLS, ANNOUNCE THEM AND TRANSFER THEM TO THE SECRETARY. THE TELEPHONE SHOULD NOT REPEAT NOT RING IN THE SECRETARY'S SUITE.

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D. UPON RECEIPT OF CABLE WITH NAMES OF PARTY MEMBERS POST SHOULD ATTEMPT TO OBTAIN ROOM NUMBERS, ASSIGN PARTY TO ROOMS AND CABLE THIS INFORMATION TO THE DEPARTMENT (S/S-EX) AS SOON AS POSSIBLE.

E. PARTY SHOULD BE PRE-REGISTERED WITH KEYS IN DOORS. IF NOT POSSIBLE, KEYS SHOULD BE IN VISITORS' CONTROL ROOM FOR PICK-UP.

F. ACCOMMODATIONS FOR CREW BEING HANDLED SEPARATELY VIA MILITARY CHANNELS.

G. ADVISE AVERAGE  
E E E E E E E

## Message Attributes

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